



## ***Executive Work Group Charter***

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The Arizona Department of Environmental Quality Water Division has formed Technical Working Groups (TWGs) to assist the Department in developing a program to assume Clean Water Act (CWA) 404 permitting for Arizona. Each TWG operates according to its Charter. ADEQ has also formed an Executive Work Group (EWG) to assist ADEQ in evaluating and aligning the workgroup recommendations and development of the Roadmap to program assumption.

In implementing its mission to protect and enhance public health and the environment, ADEQ strives for radical simplicity, nationally recognized technical and operational excellence, and balanced, leading-edge environmental protection. Please allow this vision to guide the workgroup's activities developed under this Charter.

### **ROLE OF THE WORK GROUP**

The work group will meet periodically to review and discuss the assigned objectives. This work group is tasked with evaluating and aligning, at a high level, the options for implementing the CWA 404 program in Arizona. Based on its evaluation of the options available, this work group will advise ADEQ in identifying the pathway to 404 assumption.

Neither the group nor individual members will be asked to make decisions on behalf of ADEQ. The group will provide recommendations only.

### **MEMBERSHIP**

Membership selections were made by ADEQ based on policy level experience with the CWA 404 program and of state assumption from and the level of effect that assumption would have on their interests.

This is a voluntary advisory work group. Members are expected to treat each other with mutual courtesy, respect and dignity. Members may withdraw at any time.

### **LEADERSHIP**

The ADEQ Water Quality Director, Trevor Baggione, will serve as the Chair of the Executive Workgroup.

Meetings may be facilitated by the Chair or the Chair may use the third-party facilitator to assist in keeping the meetings on track to enable the Chair to participate more fully in technical discussions. Summary meeting notes will be prepared by ADEQ contracted staff.

The Chair is responsible for the following:

- Establishing an agenda for each meeting
- Moving the discussion forward to keep the agenda on time
- Ensuring that the work group remains productive
- Ensuring that all sides of an issue are explored, including hidden or unpopular aspects

- Encouraging participation
- Assisting workgroup members in achieving objectives
- Ensuring that workgroup deadlines are met

## **MEETING FORMAT**

The format of the meetings will be determined by the Chair and EWG members. Technical support and information may be provided as needed by ADEQ staff or EWG member staff or colleagues. These are working meetings and will not include an open call for public comment. EWG agendas and meeting notes will be posted on the ADEQ website.

## **DECISIONS/CONSENSUS**

ADEQ will make the ultimate decisions, informed by this advisory group.

This is an advisory group with each member providing input to ADEQ directly. It is not anticipated the EWG will be voting on recommendations.

## **MEETING SCHEDULE**

At the first EWG meeting, the members will establish a meeting schedule sufficient to complete the objectives by the stated deadline. ADEQ will provide contracted staff to assist in scheduling meetings, preparing agendas and meeting notes, and communication with members. Meeting space will be available at ADEQ. As needed, ADEQ will provide WebEx and conference calls for EWG meetings. However, ADEQ highly encourages that all members attend in person as much as possible.

## **MEETING ATTENDANCE**

ADEQ recognizes and appreciates that workgroup members are volunteering their valuable time. It is expected that workgroup members will participate in good faith throughout the process. Members should make every effort to attend all meetings in person (or electronically, if necessary). Members represent their affiliations and bring their special expertise to the table. Full participation is needed to ensure all affiliations and expertise are represented, all viewpoints are voiced, and decisions are reached by consensus to the maximum extent possible. Members may bring support staff or colleagues from their respective organizations to meetings, as needed.

## **MEDIA REQUESTS**

The Technical Working Group chair and members may refer any media requests regarding ADEQ's assumption of CWA § 404 or the workgroup process to ADEQ's Public Information Officer, Erin Jordan, should they choose to do so. Each workgroup member agrees that if contacted by the media or any organization to answer questions or asked to speak at an event, they will not present themselves as representing ADEQ in any way. Contact information for Erin Jordan is as follows:

Phone: 602-771-2215

Email: [Jordan.Erin@azdeq.gov](mailto:Jordan.Erin@azdeq.gov)

## EXECUTIVE WORKING GROUP OBJECTIVES

The Executive Work Group will conduct meetings and work collaboratively to accomplish the following objectives:

- Evaluate periodic reports from the technical workgroups (TWGs).
- Assist ADEQ in identifying and resolving issues and dissonance among TWG conclusions and recommendations.
- Evaluate and align the TWG deliverables (current state, ideal future state, and gap analysis options), paying special attention to:
  - Protection and enhancement of public health and the environment
  - Environmentally responsible economic growth
  - Recommended gap plans and their viability in the state
  - Obstacles and costs to all parties to assuming the 404 program
- Review TWG deliverables and further ADEQ's development of the draft roadmap document
- After evaluating the TWG deliverables and discussing draft roadmap options, recommend to the state which future state gap options are viable and explain why or why not.
- The ultimate deliverable will be to state whether or not the members feel the roadmap will result in a program that (1) provides added value to ADEQ customers as well as (2) protects the waters of the United States to the same level as the Federal program does.